ESD Web Page Creation

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Site: <http://england.k12.ar.us>

Logging into Site

To log in, click Login at the bottom of the page. Username is first initial, last name. Beginning password is england. You will change this after you are logged in. Once you are logged in, click on your name again and click on User Accounts. Change your password and complete the Demographics at the bottom of the page. Be sure to put Grade or Subject in Occupation.

Photo Galleries

1. Uploads are limited to 10 MB.
2. Click on Photo Gallery.
3. Click on Add new Photo Gallery.
4. Name the Photo Gallery Group.
5. Attach it to your Teacher Page. You only have access to your page so if you put the Gallery somewhere else, you will not be able to use it.
6. Choose who you want to view it. You can limit to just Users that login (teachers and staff).
7. Leave Managed by default.
8. Choose the number of columns. This depends on how many pictures will be in the gallery. Think about the future.
9. Choose how many images you want on a page.
10. Choose Display thumbnails w/ full size image popup.

File (Uploads)

This is for any document including Word, Adobe pdf files, or images that you would like on your page. It can include Lesson Plans, handouts, field trip info, newsletters, etc.

1. Click on File (Uploads).
2. Browse to your file.
3. If the file is zipped up, choose Upzip file after upload.
4. Change the name of it, if necessary.
5. Choose your directory—ees or ehs—whichever is applicable.
6. Click upload.

Content Pages

1. Click on Articles. This is where you will do your page.
2. Click on Edit.
3. Put your name in Authored by if you would like.
4. Change Publish Status to Draft until you are finished, and then change it back to Live.
5. Create your page. Move your mouse over each icon in the toolbar to determine what it does and don’t forget Help.
6. Be sure to Style your page within Web Press.
7. Before you start designing your page, make sure you have all of your Content and Images uploaded to the site.
8. Use a Table to organize and contain your information on your page. Change the border of your table to 0 if you don’t want the table to show on your page. Then, click on Show/Hide border icon to work in it.
9. Use the color palette of the site to be consistent.
10. Use Clear Word formatting icon if you paste something from a Word document.
11. Use Embed icon to embed your Photo Gallery into your page.
12. To link, highlight text or graphic you want to link, click on Hyperlink icon, and link it to another page in the site or a web site. To check it, click on View Existing Article.
13. Be sure to Save often.